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13 AUG 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 15 August 1969

1. Cooperative Education Program: The Office of Scientific Intelligence has its first two co-ops in process. We hope they will enter on duty with us the end of September.

25X1A

2. Position Classification - [REDACTED] We are reviewing the pay system applied to the cafeteria employees [REDACTED] in an effort to establish a better system for making adjustments when pay increases are granted in this occupational field elsewhere.

25X1A

3. Record Purging: As of 15 August 818 cubic feet of Official Personnel Folders have been purged of materials of no legal, administrative or historical significance. Of the total 818 cubic feet reviewed, only 471 cubic feet were returned to the center. This review has resulted in a reduction of 347 cubic feet to be stored in the Records Center.

4. Credit Union: For the first time in its history, the Credit Union finds itself in the happy and enviable position of having almost all of its money loaned out to members. 1969 has been an incredible loan year so far. Clearly, this can be attributed to the tight money market and consequent increase in interest rates charged by commercial institutions and the Credit Union's favorable interest rate structure.

As of 31 July, loans in the amount of \$13,107,295 actually exceeded share deposits in the amount of \$12,756,403, and at the current rate of loan

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disbursements, we expect the balance of financial resources to be used in November. For this reason, the Credit Union's Board of Directors, at a special meeting last week, decided to suspend the current ceiling on deposits, namely, \$50.00 a month, the \$5,000 maximum ceiling on share deposits accrual, and will permit members to deposit their money without limitation until 31 December 1969. A Bulletin and Book Dispatch are being prepared announcing this to members. Those same announcements will also state that on the basis of indications to date and projections to 31 December 1969, the dividend for 1969 should be in excess of 5%.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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OD/Pers [REDACTED] mtw (18 Aug 69)

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11 AUG 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 8 August 1969

25X1A 1. Cooperative Education Program: Mr. Charles Tate, Cooperative Education Coordinator for Virginia Polytechnic Institute, visited Mr. [REDACTED] on Tuesday to discuss the progress of the 18 co-op students we have from VPI.

25X1A 2. Awards for [REDACTED] Officers: Army, Navy, Marine Corps Branch is conducting a review of the awards recommended for the [REDACTED] personnel. These recommendations represent citations for both courageous acts and meritorious service. As previously recommended by the Recorder, HMAE, a total package of all awards will be submitted to a special meeting of the Honor and Merit Awards Board for consideration and action.

25X1A 3. Last Air Force [REDACTED] Officer Leaves: The last USAF [REDACTED] officer, Captain [REDACTED], returned from Vietnam on 25 July 1969. He is scheduled to attend the thirty-nine-week Defense Intelligence Course and hopes to be assigned to Headquarters USAF after completing the DIA Course.

25X1A 4. Conference for Recruiters: The annual conference for our professional recruiters will be held in the Headquarters Area from 15 through 19 September.

25X1A 5. Position Classification: Mr. [REDACTED] of the Position Management and Compensation Division, made a visit to the National Security Agency to secure information on various NSA communications jobs in connection with his classification survey of the Office of Communications.

25X1A 6. Personnel Officers Meeting: The monthly meeting of the Agency personnel officers was held on Wednesday, 6 August. Included in the program was a briefing by Mr. [REDACTED] on the revised Fitness Reporting System.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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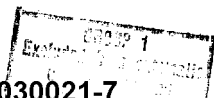
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 1 August 1969

1. Cost-of-Living Allowances and Post Differentials: As requested by Executive Order 10,000, the Commission has reviewed the cost-of-living allowances and post differentials which are paid to statutory-salaried employees in nonforeign areas under 5 U.S.C. 5941.

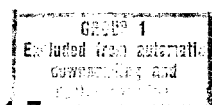
As a result of the current review, the Commission has determined that no change will be made in the present allowance rates for the following locations:

<u>Location</u>	<u>Allowance Rate</u>
Alaska	25 percent of base pay
Hawaii	15 percent of base pay
Puerto Rico	5 percent of base pay

The cost-of-living allowance for the Virgin Islands is being terminated effective the beginning of the first day of the first pay period in July 1969. The living-cost index for the Virgin Islands no longer warrants payment of an allowance.

Indexes based on the surveys conducted in the fall of 1968 are as follows, with Washington, D. C. as the base point equaling 100 points; Anchorage, 130.0, Fairbanks, 139.3; Juneau, 125.3; Honolulu, 115.4; San Juan, 104.8; Virgin Islands, 101.1 (St. Thomas 102.6 and St. Croix 99.9).

No change is made in post differentials currently authorized for non-foreign areas.



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2. Position Classification: The Planning Papers for the Directorate of Intelligence have been reviewed and Staffing Complement changes issued. No major upgradings or upper level ceiling changes were involved.

3. Military Detail Retirement: LTC [REDACTED] Chief, Army, Navy and Marine Corps Branch, Mobilization and Military Personnel Division, retired from active duty with the Army on 31 July 1969 after more than twenty-two years of service. He has been replaced by LTC [REDACTED] Infantry, who just graduated from the Command & General Staff School at Fort Leavenworth, Kansas.

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4. Redskin Football Tickets: We have received over 1500 applications for the drawing on the Redskin tickets.

Tickets for the exhibition game with the Cleveland Browns, 6 September, will go on sale 13 August 1969.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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28 JUL 1969

MEMORANDUM FOR: Acting Deputy Director for Support

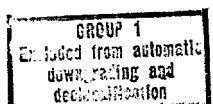
SUBJECT : Office of Personnel Report - Week Ending 25 July 1969

1. New Recruitment Chief: Effective today Mr. [REDACTED] replaces Mr. [REDACTED] as Chief, Recruitment Division. Mr. [REDACTED] will report to his new assignment in the Office of Training after a couple of weeks vacation.

2. Instructional Guides on Preparation of Summary of Agency Employment (SAE): On 12 June 1969 HQ [REDACTED] Summary of Agency Employment, was issued. We have drafted a set of instructions to be given to each person about to prepare a Summary of Agency Employment. In addition, we have prepared a draft of a worksheet to be used for preparing the SAE; this worksheet will contain appropriate blocks for recording the coordinations and approvals of the various responsible components. These two drafts will be coordinated with appropriate officials prior to being used as companion pieces to

3. New Coordinator of the Retirement Affairs Division Seminar Program: In view of the pending retirement and departure of Mr. [REDACTED] [REDACTED] has been appointed as the coordinator of the RAD program of seminars. This responsibility will be in addition to Dr. [REDACTED] duties as the Science and Technology retirement counselor. Work has already been initiated on plans for the 1969 Fall Seminar Program.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel**SECRET**

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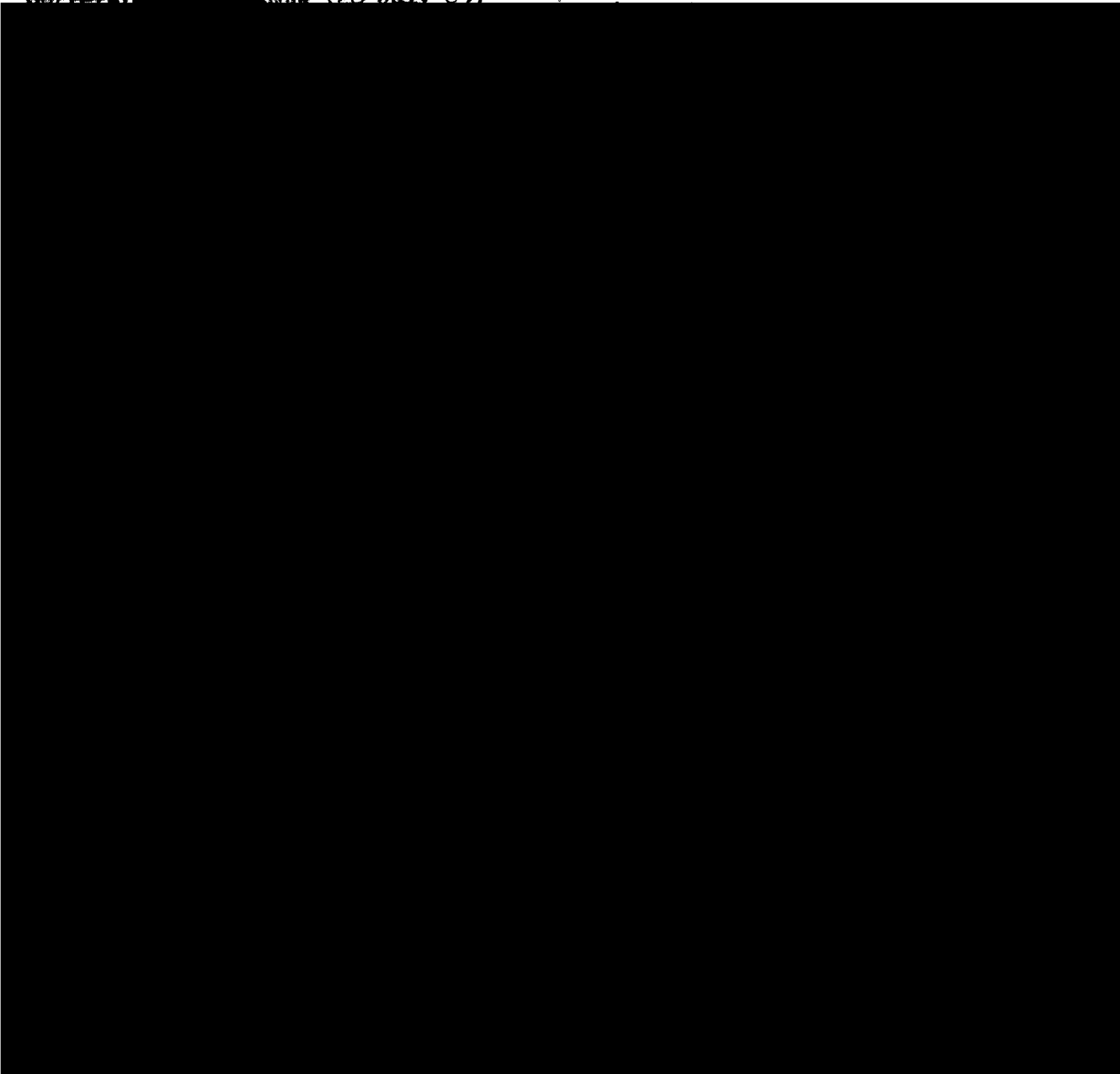
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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 18 July 1969

1. Position Classification:

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a. Mr. [REDACTED] Chief, Clandestine Branch, Position Management and Compensation Division has just left for the Far East to survey staffing complement positions in [REDACTED]. It is possible that he may audit certain positions at the Vietnam Station if station officials believe appropriate. We anticipate that his trip will take four to five weeks.

25X1A

25X1A

b. Mr. [REDACTED] of PMCD will survey positions at many of our stations in Africa starting in early September. His trip is expected to last from six to eight weeks.

2. Barbershop: A new barber, [REDACTED] will report next week replacing [REDACTED]

25X1A

25X1A

3. Employee Activity Association: The space trip of Apollo 11 boosted sales in the EAA Store. Approximately ten television sets (some color) were sold last week to employees who mentioned that they wanted the sets in time to see the moon landing.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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14 JUL 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 11 July 1969

Last week was a dull week. The Office of Personnel
has nothing to report.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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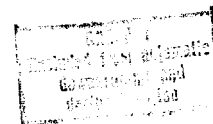
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7 JUL 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 3 July 1969

1. Briefing Two Civil Service Commission Officers on Agency's Retirement Planning Program: On 24 June Dr. Daniel Sinick and Mr. Gerald Bryon of the Civil Service Commission were briefed by members of Retirement Affairs Division on the Agency's retirement planning program. These two officers, assigned to the Training Branch of the Retirement Division, are responsible for preparing a program for training the persons in the various departments and agencies in retirement planning and retirement counseling. After a review and critique of the retirement movie, "The Rest of Your Life," the two officers participated in a wide-range discussion of the program followed in CIA. The comments of Dr. Sinick to the effect that our program was "very well organized" and "ahead of everyone else's" were indicative of the evaluation he attached to our program.

2. Seminar on Second Careers: The first Seminar on Second Careers was held on 25 June. This one was devoted to Education as a second career. The three invited discussion leaders were: Dr. William McCampbell (Director of Continuing Education, Northern Virginia Community College), Dr. Norman Gould (Associate Professor, Department of Psychiatry, School of Medicine, University of Maryland), and Dr. Douglas Conner (Executive Secretary, American Association of College Registrars and Admissions Officers). The seminar, a one-day affair, was held in Room GA-13, which has 79 seats. Only eight seats were empty during the seminar. Critiques submitted by participants show that the vast majority rated the seminar Very Good, with a few Excellent and a few Good. Considering that this was the very first seminar on second careers, the results were heartening.

3. Blood Donor Day: Blood Donor Day this month, 1 July, was fraught with many difficulties which caused the average time for a donor to increase from 56 minutes on 3 June 1969 to 65 minutes on 1 July. The difficulties started early when apparently the air conditioning malfunctioned and it took nearly an hour to get electric fans, etc., to cool the area. The excess heat caused a chain reaction in that many of the donors became ill, which also increased the average time. One donor became very ill with vomiting at about 11:40, which brought some processing to a stop until we could get a clean-up crew. At about 1:30 p.m. one of the donors collapsed, requiring medical attention from the Office of Medical Services and an ambulance to take him to Alexandria Hospital. All of these incidents tended to slow down the processing. In spite of these problems, there were 193 pints of blood collected.

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4. Co-op Score Card:

<u>NPIC:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	9	19
In Study Status	25	0
PHS's Received:		
In Process	5	2
Under Consideration	0	0
PHS's Given, Not Rec'd	0	0

PSD:

In Work Status	7	-
In Study Status	6	-
PHS's Received:		
In Process	1	-
Under Consideration	0	-
PHS's Given, Not Rec'd	0	-

OCS:

In Work Status	6	-
In Study Status	6	-
PHS's Received:		
In Process	0	-
Under Consideration	0	-
PHS's Given, Not Rec'd	0	-

PMAC:

In Work Status	10	-
In Study Status	3	-
PHS's Received:		
In Process	2	-
Under Consideration	4	-
PHS's Given, Not Rec'd	0	-

AREA STUDY SUMMER INTERNS:

In Work Status	-	14
In Study Status	-	0
PHS's Received:		
In Process	-	0
Under Consideration	-	0
PHS's Given, Not Rec'd	-	0

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<u>COMMO:</u>	<u>Co-op</u>	<u>Summer Intern</u>
In Work Status	5	-
In Study Status	9	-
In Process	2	-

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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30 JUN 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report -- Week Ending 27 June 1969

1. Reserve Affairs: Our Deputy Director, General Cushman, was the guest speaker at the Agency Marine Corps Reserve meeting on Monday, 23 June 1969. General Cushman, after presenting a plaque to First Sergeant [REDACTED] of the Mobilization and Military Personnel Division who is being assigned to [REDACTED] gave a short talk on some of his personal experiences in Vietnam with emphasis on the importance of intelligence, the roles played by various organizations in obtaining intelligence and some of the methods used in locating and destroying the enemy. 25X1A

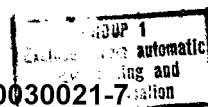
2. Cooperative Education Graduates: In the National Photographic Interpretation Center Co-op Program four students graduated from college this June; one is already at work full time, one is in process to report shortly, one will report in December and one elected to accept employment elsewhere.

In the Imagery Analysis Service there was one graduate who plans on acquiring additional education. It is expected, though, that he will join us in 1970.

In the Office of Communications there were three graduates. One has become a full time employee with the Office of Communications, one has gone on to graduate school and will continue in a co-op status with us, and one chose to enter the seminary.

There are no graduates this year among the co-ops in the other offices.

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3. New Pay Rates: As a follow up to last week's report, arrangements have been completed to process the new pay rates that start the first pay period in July (13 July). At this time we still do not have any word from the Civil Service Commission concerning the pay rates for advanced rate positions (GSS, GSK, GSF, etc.). We hope to have this information by 8 July.

4. Blood Donor Program: Three hundred and fourteen (314) employees are scheduled to donate blood on 1 July.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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